

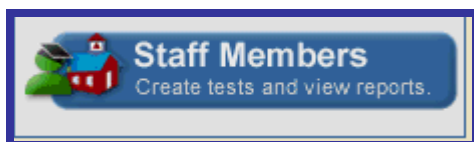


## ACHIEVEMENT SERIES

### Publishing a District Test

#### Section 1: Login to Achievement Series

1. Open an Internet browser, such as Windows Explorer.
2. Go to <http://www.achievementseries.com/>.
3. Click **Staff Members**.



4. Enter your **Site ID**, **Staff ID** and **Password**.

Then click **Login**.

Site ID:

Staff ID:

Password:

## ACHIEVEMENT SERIES

### Section 2: Publish the Test Draft

1. At the Achievement Series District Home Page, select **Tests**.
2. Select **List** under Test Drafts.
3. Locate the Test Draft to be published and then click its name to open it.
4. Select the **Publish** tab.
5. Click **Publish test**.
6. Select the radio button by the appropriate Test Draft.
7. Click **Next**.
8. Setup the *Published Test Properties*.

#### A. Enter **Published Test Name**

Tip! Use Test Draft Name + School Year *Example: Math6 B1 0405*

#### B. (Optional) Setup an **Absolute Testing Window**

- a. Check *Absolute Testing Window* to restrict Test Starting & Ending Dates.
- b. Check *Tests Must be Completed By* and select a Completion Date.

NOTE: These dates are applicable to Web testing

**Publish Test** District : Glynn County School District

**Provide Published Test Properties**  
Step 2 of 3

**Properties**

**Published Test Name:** Math 6 B1\_0405 \*

**Absolute Testing Window:** ☒ **Tests must be started between:**

Begin Date: September 28 2004

End Date: October 28 2004

☒ **Tests must be completed by:**

Date: October 28 2004

**Number of Versions:** 1 Select the number of versions for this published test.

☐ Randomize test questions.

☐ Randomize the answer choices on multiple choice and multiple response questions.

\* = required information

## ACHIEVEMENT SERIES

### C. Setup One (1) or Multiple Test Versions.

When setting up multiple versions of a test, make these additional choices:

- Randomize Test Questions only
- Randomize Answer Choices only
- Randomize both Test Question and Answer Choices

**Publish Test** District : Glynn County School District

**Provide Published Test Properties** Step 2 of 3 Previous Cancel Save

**Properties**

**Published Test Name:** Math 8 B1\_\_0405 \*

**Absolute Testing Window:**

- ☒ **Tests must be started between:**  
Begin Date: September 28 2004  
End Date: October 28 2004
- ☒ **Tests must be completed by:**  
Date: October 28 2004

**Number of Versions:** 1 Select the number of versions for this published test.  
☐ Randomize test questions.  
☐ Randomize the answer choices on multiple choice and multiple response questions.

\* = required information

### D. Click **Save**.

### 9. Print each Test Version and review tests for accuracy before distributing.

A. Click the Print Version icon to generate the test in PDF (Adobe) format.

B. Click **Close** to exit.

**View/Print Test Versions**

Print	Version
	Math 8 B1__0405 Version A

**Review Published Test. Select testing option or close.** Step 3 of 3 Close

### 10. Continue to click any additional **Close** buttons to exit the Published test module.